



REGISTRATION HANDBOOK

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Please note: this Handbook is a live document, under continuous review. Check the RAeS website for the latest version

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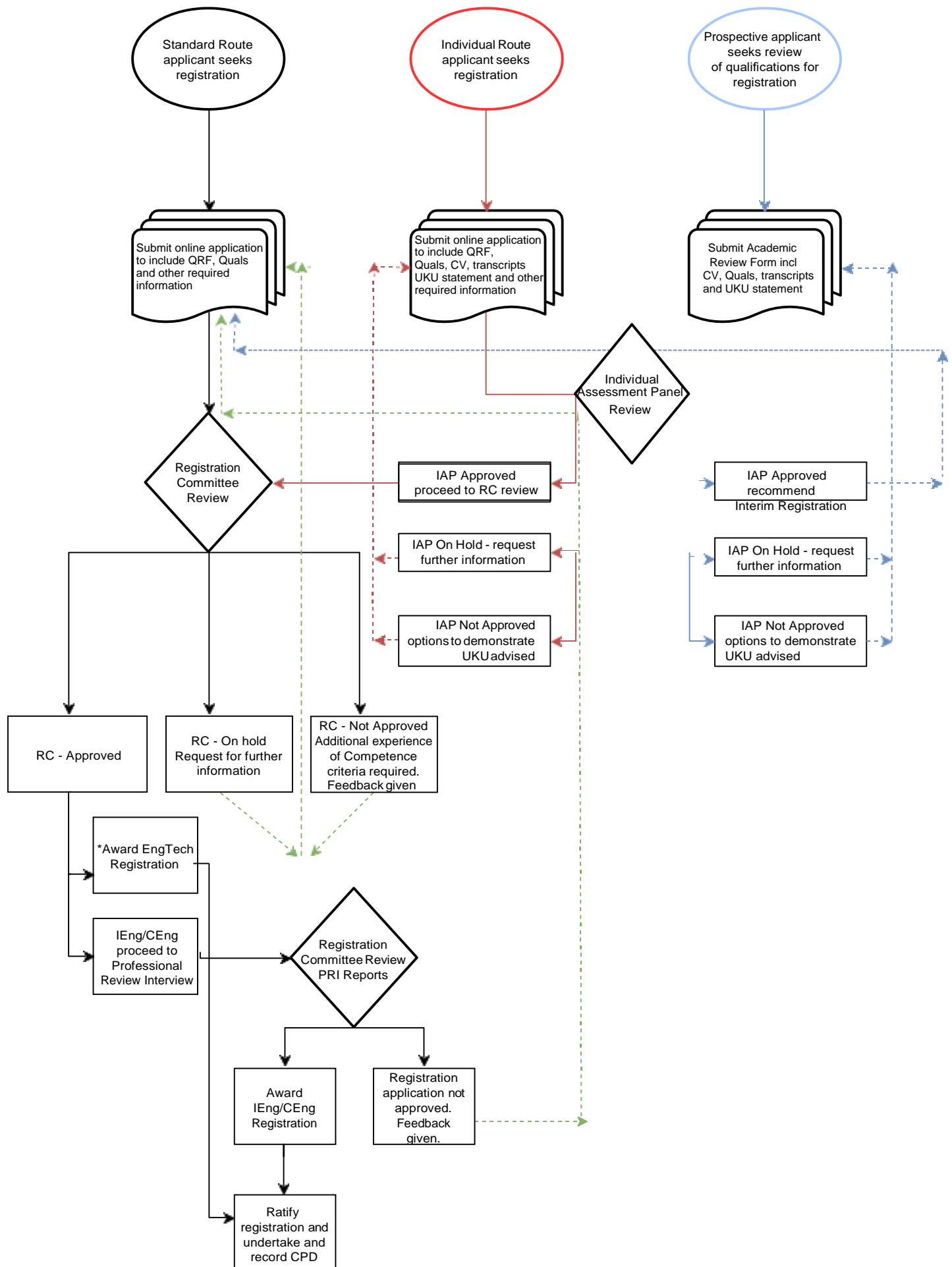
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Registration Application Process Overview



*A Professional Review Interview will be requested if further information is required

SECTION 1. INTRODUCTION

1.1 INTRODUCTION TO THE REGISTRATION HANDBOOK

1.1.1 This *Handbook* has been produced by the Royal Aeronautical Society (the “Society”) for:

- Applicants seeking registration with the Engineering Council (EngC) via the Society
- Volunteer Members who assess applicants for registration with the EngC

1.1.2 All three Engineering Council Registers of Professional Engineers are covered:

- Engineering Technician (EngTech)
- Incorporated Engineer (IEng)
- Chartered Engineer (CEng)

1.1.3 This *Handbook* covers:

- Guidance on applying for registration
- Procedures for the initial and final assessment of applications; they are handled by registered members of the Society’s Registration Committee and Individual Assessment Panel (the latter are part of the Society’s Accreditation Committee)
- Procedures for the Professional Review and Interview (PRI)
- Appeals procedures where applicants are not recommended for registration

1.1.4 The ultimate authority for registration is the EngC and the Society is licensed by EngC to process applications for Registration. Applicants are assessed against the education, competence and commitment standards in EngC’s UK Standard for Professional Engineering Competence (UK-SPEC) available on their website: <http://www.engc.org.uk/ukspec.aspx>

1.1.5 Applicants are often unsure of the differences between IEng and CEng. In the table below the competence statements A to E from Engineering Council’s UK-SPEC show the differences between IEng and CEng registered engineers.

Incorporated Engineer (IEng)	Chartered Engineer (CEng)
<i>A. Use a combination of general and specialist engineering knowledge and understanding to apply existing and emerging technology</i>	<i>A. Use a combination of general and specialist engineering knowledge and understanding to optimise the application of existing and emerging technology</i>
<i>B. Apply appropriate theoretical and practical methods to design, develop, manufacture, construct, commission, operate and maintain engineering products, processes, systems and services</i>	<i>B. Apply appropriate theoretical and practical methods to the analysis and solution of engineering problems</i>
<i>C. Provide technical and commercial management</i>	<i>C. Provide technical and commercial leadership</i>
Shared competences	
<i>D. Demonstrate effective interpersonal skills</i>	
<i>E. Demonstrate a personal commitment to professional standards, recognising obligations to society, the profession and the environment</i>	

1.1.6 The committees referred to in 1.1.3 above report to the Society’s Professional Standards Board. This *handbook* is one of four handbooks with which members should be familiar. The other three are:

- Professional Standards Handbook (includes the terms of reference for each committee)
- Membership Handbook
- Accreditation Handbook (which covers the accreditation of academic programmes and professional development schemes)

1.1.7 For the most up to date information on how to apply for membership, registration and accreditation as well as copies of the four handbooks, visit the Society's website www.aerosociety.com.

1.1.8 A list of commonly used acronyms, including those occurring in this handbook is available from the Professional Standards Department.

1.1.9 The Society's Professional Standards Manager retains control of this Handbook and appendices. The version posted on www.aerosociety.com is the in-use Master copy and members should check the site to ensure they use this version only.

SECTION 2. APPLYING FOR REGISTRATION

2.1 INTRODUCTION

2.1.1 Registration sets engineering professionals apart from those who are not registered because their knowledge, understanding and competence are proven by peer review. In particular, registration demonstrates a commitment to professional standards and to developing and enhancing competence. Full registration links engineers and technicians into a Professional Engineering Institution (PEI) such as the Society which provides professional development opportunities and guidance.

2.1.2 Registration is open to all engineering professionals who can demonstrate competence to perform professional work to the necessary standards and commitment, as defined in UK-SPEC, to:

- Maintain that competence
- Work within professional codes
- Participate actively within the profession

2.1.3 Engineers become competent through a mixture of education and professional development. What is required depends on the category of full registration being sought.

2.1.4 Applicants need to be a member of a PEI, such as the Society, before they can be registered. The requirements for full registration differ from the requirements to join the Society (see the *Membership Handbook*); many applicants apply for membership and registration at the same time. NB It is a Society requirement that all applicants for registration shall hold the appropriate grade of its membership in order to be eligible to apply for registration through the Society. Where a joint application for membership and registration is made, the membership application will be considered by the Membership Committee first and the Registration Committee will be advised of the outcome. If an appropriate grade of membership is not achieved, the registration application will not be allowed to proceed.

2.1.5 It is not uncommon that applicants are unable to give details about specific projects due to commercial or other sensitivities. This should not preclude them, however, from submitting an application for registration, including a Qualifying Report that can meet the Society's requirements. For general guidance, applicants should indicate who their employer is, giving their job title. Also to be submitted is a CV showing career history (including qualifications, evidence etc.) and while an idea of role and responsibilities should be given, it is not necessary to go into detail about specific projects, if they are sensitive. A lack of other supporting documents also should not be an issue as long as an applicant can answer questions at the PRI to show they have actually done the jobs described, developed their knowledge and understanding, and achieved an appropriate level of responsibility.

2.1.6 Applications should not include information or documentation that is commercially sensitive or classified in any way but should indicate the competences exercised without making references that could be deemed sensitive.

2.2 MODIFIED APPLICATION PROCEDURES

2.2.1 The Society has developed a number of modified procedures for particular types of applicant. Applications are processed in the same way as standard applications.

2.2.2 *Senior Engineer/Managers' Route to CEng*

2.2.2.1 This route is not available for open applications, applicants must be nominated by their company and it is designed to allow senior aerospace engineers to apply to become FRAeS and CEng using a more simplified form of evidence production. Such engineers are defined as "Individuals who hold a significant position of responsibility for engineering judgment, solutions and process application, and who are operating

at the top level within an organisation which recognises registration as an integral part of their employees' professional development (and where, in some instances, such positions may be dependent on registration) within the aerospace industry." They must be able to demonstrate achievement of the EngC's competence requirements and fulfil the Society's requirement for Fellow. Guidance notes are available from RAeS Professional Standards Manager.

2.2.3 **BAE Systems Senior Engineer/Managers' Route to CEng**

2.2.3.1 BAE Systems senior engineers in *Programmes & Support & International* can apply to become FRAeS and CEng via an application process agreed jointly with the Institution of Engineering & Technology, the Institution of Mechanical Engineers and the Royal Aeronautical Society. The process is applicable to Senior Engineers who are defined as "Individuals who hold a significant position of responsibility for engineering judgment, solutions and process application, and who collectively comprise the top level engineering organisation within a Business Unit."

2.2.3.2 The process allows appropriate members of staff with agreement from the Society and the business unit Engineering lead to submit the Senior Engineer Application Form and the minimum of supporting documents. Applications are handled in the same way as standard applications – see Overview at front of this *Handbook*. Where approved by the Registration Committee, they proceed to PRI. The Form and guidance are available from BAE Systems HR department.

2.2.4 **Military and MoD Civilian registration routes**

2.2.4.1 A tailored route to CEng and IEng registration for military and MOD civilian engineering professionals is available. Applicants are not required to submit an organisation chart and the account of the technical task is optional. In addition, individuals who submit an application for registration within 12 months of leaving the military or MOD may also be exempted from providing the technical task. Guidance notes are available on the website: www.aerosociety.com

2.2.4.2 Royal Navy applicants for CEng can apply via the RN registration verifier who will sign their application to confirm that the normal training and development for their posts have been undertaken. These have been mapped against UK-SPEC and recognised by the Society. Such applicants are not required to provide further evidence against competences C-E. In addition, the Development Action Plan need not be submitted in advance but may be provided at the PR interview.

2.2.5 **Licensed Aircraft Engineers**

2.2.5.1 See Appendix A for details of how the Society handles applications for registration from Licensed Aircraft Engineers (LAEs).

2.3 **APPLYING FOR INTERIM OR FULL REGISTRATION**

2.3.1 **Interim Registration (for IEng and CEng only)**

2.3.1.1 Interim Registration is a useful option if the aim is to become a fully registered engineering professional. It can give Interim Registrants the edge over others without it, as it demonstrates to current and future employers, an appropriate level of academic achievement and commitment to the profession. Though it does not confer a professional title, it means they have met the educational standards for full CEng or IEng registration.

2.3.1.2 Interim registration via the Society is only available to those, usually recent, graduates with degrees accredited, by any engineering institution, for IEng and CEng. They are encouraged to apply for Interim Registration and for membership at Associate grade (ARAEs) together. See the EngC's searchable list of accredited qualifications: <http://www.engc.org.uk/education--skills/accreditation/accredited-course-search>

2.3.1.3 Staff will handle all such applications and ensure qualifications are accredited and payment is received before informing the EngC who send a certificate confirming Interim Registration to the applicant. See Appendix C for information provided to applicants.

2.3.1.4 **Qualifications for Interim Registration**

- Interim IEng registration (for applicants who started their UK studies after 1 September 1999): an **accredited Bachelors or Honours degree** in engineering or technology.
- Interim CEng registration (for applicants who started their UK studies after 1 September 1999):
 - an accredited Bachelors degree with Honours in engineering or technology, plus an appropriate accredited Masters degree
 - **OR** an accredited integrated MEng degree

2.3.2 Full Registration

2.3.2.1 The following table shows the typical UK qualifications required to join the Society and the exemplifying UK qualifications for registration):

Requirements for Membership (see Membership Handbook)	Requirements for Registration (taken from EngC's UK-SPEC)
<p>Associate (ARAEs) - Applicants must:</p> <p><i>either (a): hold an academic or vocational qualification acceptable to the Council</i></p> <p><i>or (b) have three years' experience</i></p> <p>Typical qualifications: For (a) above, an ordinary degree or a National /Scottish Vocational Qualification Level 3.</p> <p>The following qualifications provide an additional indication of the level of achievement required for (a) above:</p> <ul style="list-style-type: none"> • A National Diploma (ND), National Certificate (NC) or equivalent, or • An appropriate level 3 City and Guilds qualification (e.g. C&G 208, C&G 259, C&G 2661 Certificate), or • Air Transport Pilot's Licence • An appropriate Certified Apprenticeship, or • An appropriate NVQ/SVQ at NQF level 3 or equivalent • Licensed Aircraft Maintenance Engineer qualification 	<p>EngTech - There are two routes:</p> <p>Standard Route: Standard Route applicants are individuals who hold a qualification which has been ACCEPTED approved by the Society - or another licensed professional engineering institution - as providing evidence of part or all of the required competence. Individuals who have successfully completed an ACCEPTED approved engineering-based Advanced/Modern Apprenticeship or equivalent programme provide the most obvious example. They will need to provide evidence that their apprenticeship included training integrated with substantial working experience, and to demonstrate commitment to future development of their competence and to their Institution's code of conduct. This may fulfil all of the EngTech competence requirements and so can lead directly to Engineering Technician registration.</p> <p>Many other qualifications may also be acceptable as evidence that part of the necessary competence has been acquired. These include a Level 3 BTEC Certificate or Diploma in Engineering or Construction and the Built Environment, plus programmes, employer schemes and qualifications set at or above Level 3 in the Qualifications and Credit Framework (or level 6 in the Scottish Credit and Qualifications Framework) which have been approved by the Society or another licensed professional engineering institution. The EngC has a searchable database of all approved qualifications and programmes; visit www.engc.org.uk</p> <p>Individual Route: Many potential professional Engineering Technicians have not had the advantage of formal training, but are able to demonstrate they have acquired the necessary competence through substantial working experience. Thus individuals without the types of qualifications described above may apply for an Individual Route assessment. This process, administered by the Society, includes assessment of prior learning and of current performance. Evidence of employer recognition of competences and relevant skills may be helpful.</p> <p>NB: Applicants should usually hold, or be eligible for, the ARAEs grade or above for EngTech.</p>
<p>Associate Member (AMRAEs) - Applicants must</p> <p>(a) Either (i) *Hold an academic or vocational qualification for admission to Member class and (ii) Have completed two years' training and / or experiential learning,</p>	<p>IEng - Applicants who started their studies:</p> <p>Before 31 August 1999 need a Higher National Certificate OR Diploma.</p> <p>After 1 September 1999 need an accredited BEng Hons degree in engineering or technology OR a Higher National Certificate or Diploma or a Foundation Degree in engineering or technology, plus appropriate further learning</p>

<p>(b) Or (i) *Hold an academic or vocational qualification, and (ii) Have completed three years' integrated training and experiential learning including not less than two years' experience at an appropriate level of responsibility, or</p> <p>(c) Or Have not less than 12 years' appropriate experience</p> <p>*Typical qualifications: For (a) above, hold an Honours degree or equivalent; for (b) above, hold a BTEC HNC, ordinary degree or international equivalent.</p>	<p>to degree level OR an NVQ4 or SVQ4 which has been approved for the purpose by the Society or other professional engineering institution.</p> <p>The Society will accept any accredited / approved course for IEng registration. EngC's website (www.engc.org.uk) has a list of all accredited courses including those accredited by the Society.</p> <p>NB: Applicants should usually hold, or be eligible for, the grade of Associate Member (AMRAeS) or above for IEng.</p>
<p>Member (MRAeS) - Applicants must</p> <p>(a) Either (i) *Hold an academic or vocational qualification and (ii) Have had four years' integrated training and experiential learning including not less than two years' experience at an appropriate level of responsibility,</p> <p>(b) Or have had not less than 15 years' appropriate experience of which the last seven are in a position of responsibility at a level appropriate to the grade of Member.</p> <p>*Typical qualifications: An Hons degree or international equivalent</p>	<p>CEng - Applicants who started their studies:</p> <p>Before 31 August 1999 need an accredited BEng Hons degree.</p> <p>After 1 September 1999 need an accredited BEng honours degree in engineering or technology, plus an appropriate accredited MSc degree or appropriate further learning to Masters level OR an accredited MEng degree.</p> <p>The Society will accept any accredited / approved course for CEng registration. EngC's website (www.engc.org.uk) has a list of all accredited courses including those accredited by the Society.</p> <p>NB: Applicants should usually hold, or be eligible for, the grade of Member (MRAeS) or above for CEng</p>
<p>Fellow (FRAeS) - Applicants must be a Member or possess the qualifications necessary for Member. Furthermore, the applicant shall:</p> <p>a) have made outstanding contributions in the profession of aeronautics, or</p> <p>b) have attained a position of high responsibility in the profession of aeronautics, or</p> <p>c) have had long experience of high quality in the profession of aeronautics.</p> <p>*Typical qualifications: As for MRAeS</p>	<p>CEng - as above</p> <p>NB: Applicants should usually hold, or be eligible for, the grade of Member (MRAeS) or above for CEng.</p>

*Typical qualifications are those acceptable by the Society for each grade of membership; they are not listed in the By-Laws.

SECTION 3. APPLICANTS WITHOUT THE EXEMPLIFYING QUALIFICATIONS & INTERNATIONAL AGREEMENTS

3.1 INTRODUCTION

3.1.1 The Engineering Council and the Society recognise many engineering professionals will have the competences and commitment for registration but not the exemplifying UK qualifications, such as those with qualifications gained in another country or without formal education. UK-SPEC encourages such professionals to apply for registration and the Society has a number of processes to ensure they have the equivalence to the exemplifying UK qualifications for full registration.

3.1.2 If it is clear to staff, with advice from registered members where appropriate, that an applicant does not have the equivalence to the exemplifying qualifications, the application is passed to the Individual Assessment Panel (IAP) for action.

3.2 ROLE OF THE INDIVIDUAL ASSESSMENT PANEL

3.2.1 Panel members review the formal education and career to date of each candidate to:

- Identify their current level of underpinning knowledge and understanding of engineering principles and
- Decide whether Further Learning is required and which options are appropriate, in their opinion, to *either* demonstrate that the gap between a candidate's qualifications and the exemplifying qualifications has been filled through learning in the workplace *or* further study/experience is needed. However, the candidate is ultimately responsible for deciding which option to take.

3.3 OVERVIEW OF FURTHER LEARNING OPTIONS

3.3.1 There is a range of Further Learning options available such as:

- **For IEng and CEng – Career Appraisal**
If the IAP believes the candidate might have the Underpinning Knowledge and Understanding, at the same level as those with the exemplifying qualifications, gained through work experience, they may be invited to complete a *Career Appraisal Report (CAR)*. See Appendix D for full details and the forms.
- **For CEng – Accredited MSc degree**
The Society has accredited, as top-ups for holders of accredited BEng Honours degrees, a number of Masters degrees but accepts also MScs accredited by other engineering institutions; visit www.engc.org.uk for the list of all accredited courses. Where applicants with an accredited BEng Honours degree have already completed an unaccredited MSc, the Panel might decide it is acceptable if it clearly shows the further learning is equivalent to an accredited MSc.
- **For CEng – MSc Professional Engineer**
The Society is one of several professional engineering institutions involved in the development of flexible pathways to becoming a Professional Engineer in conjunction with a number of UK universities, such as Kingston, Hertfordshire, Staffordshire, Northumbria and Aston. The degree is a work-based postgraduate route, designed to meet the requirements for CEng registration. Visit the Engineering Gateways website for details: www.engineeringgateways.co.uk.
- **For CEng – Consortium for Professional Development in Aerospace (CPDA) qualification**
The Society also accredits work-based postgraduate degrees offered by the University of the West of England (UWE). Visit the CPDA website for details: <http://courses.uwe.ac.uk/H40C4/2013>
- **For IEng and CEng – Open University BEng Honours and MEng Engineering degrees**
Open University BEng Honours and MEng degrees in engineering can be accepted. Details of accredited cohorts can be found at www.engc.org.uk. Degrees awarded at other times are considered on an individual case basis; visit www.open.ac.uk.

3.3.2 Appendix D gives full details of the procedures relating to the RAeS administered further learning options and includes a flowchart showing how IAP members form an opinion on an applicant without exemplifying qualifications.

3.4 INTERNATIONAL AGREEMENTS

3.4.1 The Washington, Sydney and Dublin Accords

3.4.1.1 The Washington Accord was signed in 1989 to provide the recognition at CEng level of accreditation systems of organizations holding signatory status and the engineering education programmes accredited by

them. Current members are Australia, Canada, Chinese Taipei, Hong Kong, Ireland, Japan, Korea, New Zealand, Singapore, South Africa, the UK and the USA. Visit www.washingtonaccord.org for more information on these agreements. Staff will check qualifications gained in the country covered by one of the following accords to see if they are accepted as being equivalent to an UK accredited qualification. If they are not, the application will be forwarded to the Individual Assessment Panel (IAP) for action.

3.4.1.2 The Sydney Accord was signed in 2001 to provide joint recognition of academic programmes accredited at IEng level. It operates in a similar way to the Washington Accord. Current members are the national engineering organisations of Australia, Canada, Hong Kong, Ireland, New Zealand, South Africa, the UK and the USA.

3.4.1.3 The Dublin Accord was signed in 2002 by the national engineering organisations of UK, Ireland, South Africa and Canada to mutually recognise the qualifications that underpin the granting of EngTech titles in the four countries. It operates in a similar way to the above.

3.4.2 FEANI

3.4.2.1 A European qualification might be acceptable as being equivalent to a CEng accredited degree if it is recognised by FEANI (visit FEANI's website for a list of accredited programmes). Staff will check FEANI's website to see if a qualification gained in an EU country has been accepted as being equivalent to an UK accredited qualification. If they are not, the application will be forwarded to the IAP for action.

3.4.3 European Mobility Directive (EMD)

3.4.3.1 The European Union (EU) has established a number of Directives - in particular *Recognition of Professional Qualifications Directive 2005/36/EC* - to ensure recognition of professional qualifications to allow easier mobility across borders. The basic principle behind the Directive is: if an applicant is qualified to practice a profession in their home country then they are qualified to practice the same profession in any other EU/EEA country. However, there are safeguards under which engineers and technicians may be required to undertake further training if there is a significant difference between their original qualifications and training and that required by the host State. For the text of the Directive, see: <http://www.engc.org.uk/international-activity/european-professional-qualifications-directive/about-the-directive>.

3.4.3.2 Applicants who are registered professional engineers in a regulated European country can be considered under EMD and should apply in the normal way. A PRI will not normally be required but may be conducted at the discretion of the Registration Committee. Proof of qualification to practice in the home country should be provided with the application.

3.5.4 MUTUAL RECOGNITION/EXEMPTION AGREEMENTS

3.5.4.1 Mutual Recognition Agreement with Engineers Australia

3.5.4.1.1 In 2004, the Institution of Engineers Australia (EA) and the Society signed an Agreement of Cooperation. It includes a Mutual Recognition Agreement (MRA) which provides for reciprocal recognition for membership and for facilitation of professional registration.

3.5.4.1.2 The MRA covers members of the EA who are Member / CPEng and who wish to join the RAeS as MRAeS / CEng; such applicants should be automatically accepted as MRAeS / CEng once EA confirms their status. The same process is used when Society members want to join EA.

3.5.4.1.3 Society HQ staff handle the process; committee members are not involved. The Society's Australia Division is the main point of contact for applications from EA members. Society members who want to join EA should contact HQ staff. The text of the MRA is a separate pdf document, available on request. For the Membership Confirmation form used by the Society see Appendix M.

3.5.4.1.4 Members of the Society can apply, under the terms of the MRA, to register with Engineers Australia (EA). On receipt of a request from EA, staff will seek copy qualifications from the Member, check them and notify EA accordingly.

3.5.4.2 Agreement between the Engineering Council and the Institution of Professional Engineers New Zealand

3.5.4.2.1 In June 2012 the EngC and the Institution of Professional Engineers New Zealand (IPENZ) signed an agreement to facilitate mobility of engineering professionals through streamlined professional body and registration processes.

3.5.4.2.2 The agreement applies to EngC registrants when applying for the equivalent membership and registration with IPENZ. Non-registrants who are members of participating PEIs who have been

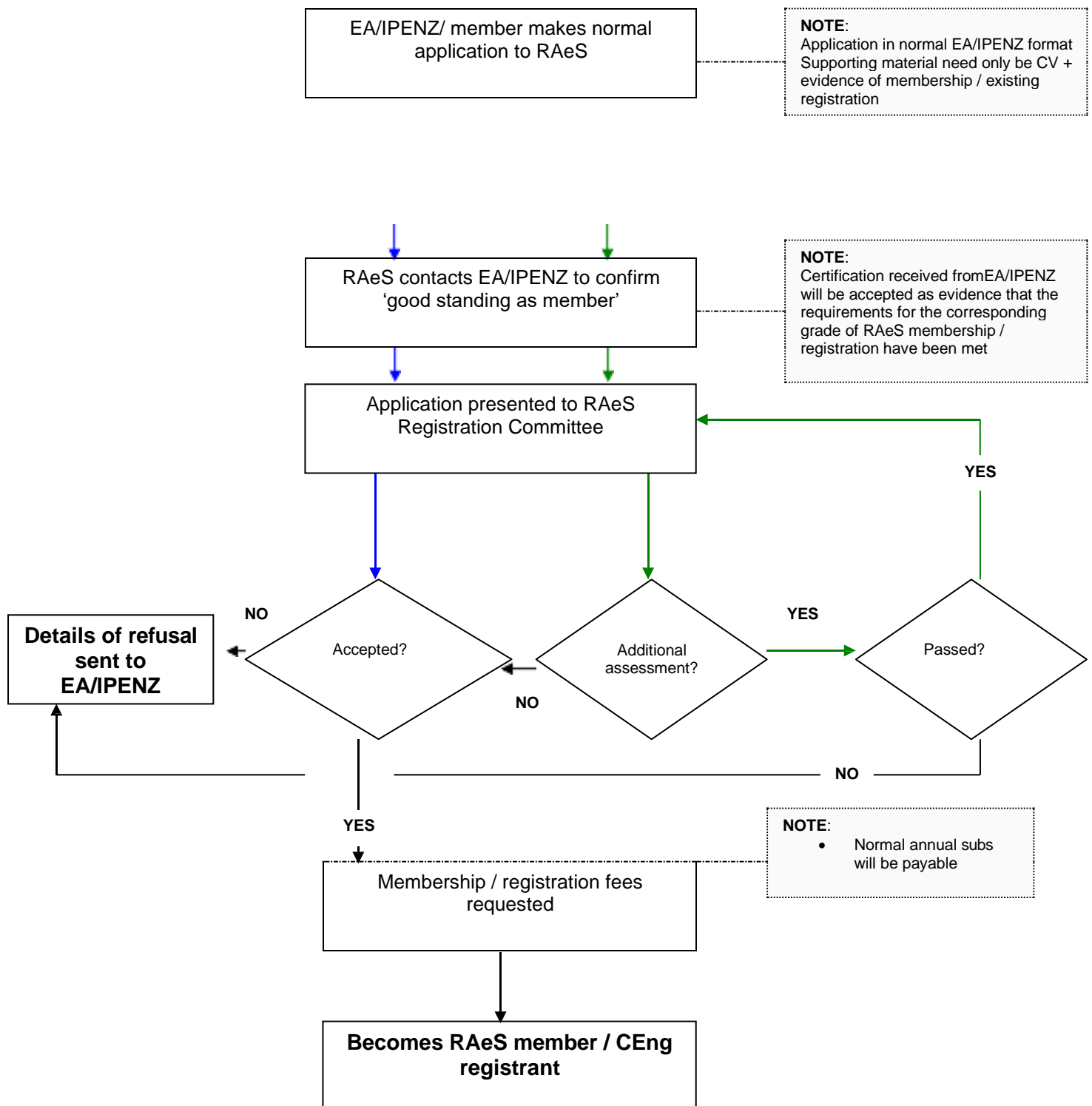
awarded a professional grade of membership based on demonstration of competence at a level equivalent to that required for registration, are also eligible for consideration under the agreement.

3.5.4.2.3 Likewise, IPENZ members and registrants can benefit from the agreement when applying for equivalent membership of the Society and for registration with the EngC.

3.5.4.2.4 The agreement provides exemption from some components of the assessment process, where an equivalent procedure has been completed by the home institution. In some cases, with the applicant's permission, the home institution may be asked to provide details of its assessment, for example where this has included further or work-based learning. See the EngC website for a copy of the agreement: <http://www.engc.org.uk/international-activity/admissions-pathways-agreement>

3.5.4.2.5 On receipt of an application from an IPENZ member and registrant, the confirmation form will be sent to IPENZ for confirmation of the status of the applicant and their eligibility. If the applicant has satisfactorily completed the IPENZ application process via the qualified route, the application will be included on the agenda of the Registration Committee for noting. Where the applicant did not follow the standard route, a CV and QRF will be requested and submitted to the Individual Assessment Panel (IAP) and Registration Committee for consideration. If this is considered to be satisfactory, a PRI may not be required. If, however, the Registration Committee, taking into account the recommendation of the IAP, is not satisfied a PRI may be conducted.

3.5.4.2.6 A similar agreement exists between RAeS and Engineers Australia (EA). The procedures are equivalent and a diagrammatic resume of both is given below. See also Appendices M and N.



4. INITIAL ASSESSMENT OF APPLICATIONS FOR REGISTRATION

4.1 The following procedures are used to decide whether or not an applicant should proceed to PRI which is the main point in the registration process (NB: paragraph 4.5 describes the assessment of EngTech applicants):

- Applicants should submit their application form and supporting documentation according to the timescales advertised on the Society's website.
- Prior to each Registration Committee meeting, staff send a batch of applications to members together with a *voting sheet*. Applicants are grouped on the *voting sheet* according to the category of registration requested by the applicant.
- Registered committee members assess each application. For this exercise, it is important that they consult the qualifications, competences and commitment for registration in Section 2.
- Once the initial assessment is complete, members confirm their view on the applicant's eligibility for registration on the *voting sheet* and return it to staff who will collate the responses.
- While members do this, staff will seek advice from the IAP on applicants without the exemplifying qualifications for registration (see Section 3).
- At the committee meeting, a summary of the votes on each application is read out, together with feedback from the IAP where appropriate and, following any further discussions, members make one of the following decisions:
 - The applicant should proceed to PRI because he or she has the exemplifying qualifications for registration - or their equivalence as confirmed by the IAP - and appears to have the competences and commitment for the PRI. Staff will record any comments made by members for the PRI.
 - The applicant should not proceed to Professional Review and Interview because they do not have the equivalence to the exemplifying qualifications for registration - as confirmed by the IAP - and / or do not appear to have the competences and commitment for the PRI.

4.2 All decisions are determined by majority votes of registered members after all opinions have been considered. The Chairman (or the nominated deputy) has a deciding vote, if necessary. Staff will record the comments made by members and the IAP.

4.3 Unsuccessful applicants receive feedback on what additional information is needed for future consideration or what the applicant should do if the category of registration applied for is not appropriate. Section 7 outlines the process if an applicant wishes to appeal against the decision.

4.4 Successful applicants proceed to the PRI (see Section 5)

4.5 There are occasions where committee members will be asked to assess applications between meetings. Staff will email the papers and the reason for the request. At least 5 registered members are needed, including the Chairman (or the deputy), to participate electronically in a virtual meeting. Members are asked to assess the applications and come to a decision as per the list in Section 4.1 and to inform staff who will collate the response. Where all participating members agree to approve the applicant for registration, the decision will be ratified by Chairman's action (or the nominated deputy) at the next face to face meeting and recorded in the minutes. Where there is no agreement, staff will add the papers to the agenda for the next meeting.

4.6 **Review of EngTech Applications:** applications for EngTech are assessed by the Registration Committee and, under normal circumstances, no interview will be required. If further investigation is necessary, an interview, comprising two PRI assessors will be carried out and a report, with recommendations, submitted to the next meeting of the Registration Committee for decision. See Appendix H, EngTech PRI Interview Report form.

SECTION 5. THE PROFESSIONAL REVIEW INTERVIEW

5.1 WHY IS THERE A PROFESSIONAL REVIEW INTERVIEW (PRI)?

5.1.1 The PRI is critical in an applicant's path to becoming a professional engineer. The assessment is against the UK-SPEC. The Society's web site shows forthcoming dates for interviews, and applicants are encouraged to give their preferred date and venue for the interview on their application form. The list of assessors and the applicants for interview is circulated prior to the day; all are expected to alert staff if there is a potential conflict of interest so that it can be resolved without delay.

5.1.2 A panel of two assessors undertake the IEng and CEng assessment of applicants on behalf of the Society and EngC and, if successful, the applicant is included in the relevant Section of the EngC Register: see Section 4.6 for the assessment arrangements of applicants for EngTech.

5.1.3 Applicants should be aware that the Panel might be joined by an assessor under training, one of the Society's internal auditors assessing the process and/or an EngC observer; applicants will be informed beforehand of any additional people in the interview room.

5.2 THE TRAINING REQUIREMENTS FOR PRI ASSESSORS

5.2.1 The Society recognises that many members have received formal training in assessment and interview techniques for their job. However, assessors should be mindful that, at a PRI, they are judging applicants against the requirements of UK-SPEC and are not conducting a job interview. For such members, this Section will be a useful reminder of the *skills to be exercised*. Where members are new to assessment, they should read it carefully and ask other assessors or staff for clarification where required.

5.2.2 It is very important that assessors understand that registration under UK-SPEC is open to all engineering professionals who can demonstrate competence to perform professional work to the necessary standards, and commitment to:

- Maintain that competence
- Work within professional codes
- Participate actively within the profession

5.2.3 The following guidance is for assessors of IEng and CEng applicants. All new assessors undertake the following stages:

- **Read the training material.** This includes this *Handbook*, UK-SPEC and the other documentation involved in the PRI process.
- **Attend training seminars.** These focus on best practice and feedback from assessors on experience gained from both CEng and IEng interviews.
- **Participate as an observer.** This is essential and provides on-the-job-training. Observing 2 or more panels interviewing applicants over the course of a day is usual. Additional observations can be arranged, if required. The observer may be asked to undertake some tasks after the first interview, so as to get more involved.
- **Trainee assessor.** Work with an experienced assessor. One day of interviewing will be the norm, but a second day may be arranged, if required.
- **Final approval.** Following at least two interview panels (one as observer and one as a trainee assessor) and having demonstrated an understanding of the competences and the PRI process, the member will be rostered with other experienced assessors.
- **Be a lead assessor.** A lead assessor is one who has actively participated in the PRI process and is experienced and has not been subject to a negative audit report.

5.2.4 A trained assessor should be capable of:

- Identifying appropriate competence and commitment from all the forms and documents within the process against UK-SPEC and taking a holistic view of each competence area, not necessarily expecting demonstration of full competence in each sub section
- Identifying appropriate discussion topics and points for clarification, from documents supplied by the applicant
- Responding to an applicant's answer with additional questions in order to probe or clarify, recognising when to 'close' a particular topic, based on either a satisfactory or unsatisfactory response, as well as one reflecting a lack of competence
- Distilling, from evidence provided, whether or not the applicant satisfies the requirements in UK-SPEC
- Identifying and seeking additional evidence to support an applicant's submission
- Completing the Interview Report (see Appendices I and J), making an objective recommendation against each of the A - E criteria, adding relevant, specific and constructive comments (**particularly where the recommendation is not to recommend registration**) and awarding an appropriate score
- Understanding the need to disclose where advice has been offered to an applicant and to which of the competences this should apply
- Understanding the importance of making a correct recommendation and being prepared to justify this at audit, or additional scrutiny, such as an Appeal

- Completing the administrative procedure to conclude the Interview Panel process and return all documentation to the applicant and the Society, as appropriate.

5.2.5 When volunteering to carry out an interview, assessors should ensure:

- They are paid up registered members of the Society. At least one shall be registered in the category equivalent or higher to that being sought by the applicant (see also Section 9.2.1).
- They have completed appropriate training as outlined above.
- They are not related to or work with the applicant. It may be acceptable for assessors to know the applicant but they must declare the capacity in which they know the applicant and declare any potential conflict of interest and they should always be from outside the applicant's immediate team and/or local area of work; the Society has an obligation to ensure a fair interview process.
- There is, where possible, a reasonable 'match' between the fields of expertise of the assessor and the applicant.
- The interview will be conducted in English, subject only to the requirements of the Welsh Language Act and any European Union directives.

5.2.6 All assessors should attend, normally every two years, the regular seminars for new and existing members which are run by the Society and EngC to ensure they are kept up to date on developments.

5.3 BEFORE THE INTERVIEW

5.3.1 The assessors will receive the applicant's CEng or IEng submission (application form, Qualifying Report, appendices together with any comments from the initial assessment - see Section 4.2) from staff. They will also receive:

- Blank Interview Report
- Blank Key Words (this is optional, for assessors' personal use only)
- The date of the committee meeting which will make the final decision on the application

5.3.2 The key document is the **Qualifying Report** because applicants have to give examples against each standard to demonstrate competence. Applicants should:

- Provide sufficient evidence to help the assessors establish an initial view on their competences and commitment.
- Work with the referee in the production of the Qualifying Report. The referee should then review the final submission before they sign the declaration in the Qualifying Report. Referees can provide valuable support and guidance, and might have gone through the same process to gain registration.
- Provide a reasonable quantity of evidence; the format of the report should encourage applicants to add only that which is pertinent. Not all the boxes need to contain evidence, however, the applicant should endeavour to complete as many boxes as possible.

5.3.3 If assessors believe, from the paperwork provided, that the applicant will have a major problem with demonstrating their competence for registration at the interview or believe a different category of registration would be more suitable, they should alert staff immediately who will provide guidance to the applicant.

5.3.4 Assessors should visit the Society's Professional Review and Interview webpage for applicants; it offers guidance and exemplars to help applicants complete the Qualifying Report.

5.3.5 Before the interview, assessors need to:

- review the documentation against the competence and commitment requirements set out in UK-SPEC
- contact their fellow assessor or staff if a document is missing or if they need further guidance
- make a list of questions (using the Key Words Form, if desired)

5.3.6 On the day of the interview, assessors need to meet with each other to:

- plan a strategy for the interview
- decide who should chair the interview
- decide who should ask what questions

5.3.7 Best results are normally obtained when one assessor leads the questioning for a major period of time and/or topics, whilst the other listens and makes notes. At a pre-arranged stage, assessors' roles can be changed, allowing a dialogue to be developed on a new set of topics. This prevents interruptions and long

silences. It is important that both assessors take appropriate notes to aid completion of the Interview Report Form.

5.3.8 Assessors may make a 'crib sheet' of the planned interview structure, key points from the applicant's reports, highlighted areas from the 'competence and commitment' criteria, and some important starting questions. This avoids post-interview discussion being based on first and last impressions, or areas of personal interest to individual reviewers and other similar faults, which would distort the final recommendation in the Interview Report.

5.4 THE INTERVIEW

5.4.1 The Interview is a structured process which aims to uncover sufficient evidence from an applicant to enable the assessors to certify that the applicant has the competence and commitment required for registration. The competence must be in an appropriate field of work and at the standard for IEng or CEng (or EngTech, when required), as defined in UK-SPEC. It should be remembered that competence can be demonstrated in a wide range of contexts, military, MOD civilian and academic, for example, not only in an industry, design orientated field. Assessors and applicants should refer to the additional guidance provided in the appendices to this *Handbook*.

5.4.2 There is a limited time available for interviewing and best use must be made of it. The central points to be investigated must be identified and the 'evidence requirement' must be established. The interview may also uncover areas of weakness in the submitted evidence; under these circumstances, additional evidence should be requested.

5.4.3 Each assessor may use a *Key Words* form as an aide memoire but only the *Interview Report* form is to be submitted for consideration by the Registration Committee.

5.4.4 Whilst completion of the Key Words form during the interview is not compulsory, it can be helpful both in providing a prompt for questioning and for making notes that can help with the completion of the Interview Report form.

5.4.5 There is more to an interview than talking to an applicant. There are four stages to the process: **Preparation** (covered in paragraph 5.3); **Interview**; **Judgement**; and **Conclusion**.

Interview

5.4.6 Assessors should follow the following format:

- introduce themselves, formally check the applicant's identity and note this action on the interview report form
- record the actual start time of the interview on the interview report form
- make the applicant feel at ease
- ask relevant, open questions in a pre-planned sequence; listen and respond to the answers
- ask the applicant to substantiate statements with any exhibits such as drawings, reports, publications etc they may have brought with them.
- each assessor is advised to record key words to assist with recall of strengths and weaknesses under each of the A - E headings, to ensure that the full range is covered
- conclude the interview within +/- 5mins of the planned time
- record the actual finish time of the interview on the interview report form

NB it is not deemed necessary to draw an interviewee's attention to the existence of the appeals policy at any stage of the interview. At the beginning this could be unsettling and at the end might be taken as an indication that, in the assessors' view, all had not gone well

5.4.7 Making an applicant feel at ease is simply a recognition that before both 'sides' of the interview concentrate on the business in hand, they will need a minute or two to introduce themselves and make themselves comfortable, get used to the room and to each other.

5.4.8 Every minute that the assessors talk is a minute less to get the information needed from the applicant. Concentrate on asking 'open' questions and try to avoid asking 'closed' questions. Generally ask questions beginning with '**what - when - where - why - how**'. Also, try to ask single questions. Typical question could include: "*What opportunity have you had to?*". This can then be followed up by: "*What use have you made of those opportunities to.....?*"

5.4.9 Never be 'floored' by an unexpected statement or response! Assessors give themselves time to think by responding immediately with; *"That is interesting; what makes you say that?"*

5.4.10 Original evidence is best evidence. Rather than get into esoteric discussions on projects etc which have been raised by the applicant, the assessors may ask the applicant if they have brought any supporting evidence that may help to substantiate a claim.

5.4.11 It can be helpful for one assessor to converse with the applicant, the other is listening to both sides of the conversation. The 'listener' must evaluate what is being said, relate it to the area(s) of competence and commitment in the A1 to E5 list, and note down some key observations at the time. Not doing so risks points being omitted from consideration in the next stage of 'making the judgement', and of being influenced by 'halo' effects and by first and last impressions. Equally important, the 'holes' on the report form at the time of role change between assessors give an instant prompt of the areas still to be explored.

5.4.12 It is necessary to bring any interview to a tidy conclusion within a few minutes of the expected schedule. That can usually be done by expressions such as:

- *"Before we finish, I will ask my colleague(s) if they have any final questions"*
- *"Before you go, have you any final questions you would like to ask us?"*
- And in response to the inevitable question, *"When will I hear the result?"* please inform the applicant that the assessors' recommendation will be reviewed at the next meeting of the Committee. You may give the meeting date but advise that, due to the administrative processes required to deal with a large number of applications, the result will not be immediately available

Judgement

5.4.13 Before completing the Interview Report, assessors should review:

- documentary evidence provided prior to the interview
- documents or artefacts examined by the assessors
- evidence adduced at interview

Note that the evidence from the interview itself will cover both the substance of the applicant's work competence discovered by probing questions and viewing documents (etc.) and also some direct observation of communication skills, perception, effective intelligence, persuasive ability (etc.) from the interview itself

5.4.14 The documentary evidence submitted by the applicant is checked by staff, such as whether or not a course was accredited, or whether the dates plus accreditation status put the assessment within UK-SPEC criteria. All non-accredited qualifications or non-standard academic profile are also assessed by the IAP, prior to an applicant being passed for PRI. It must be possible for the IAP to establish, in advance of the PRI, that there has been a credible path of learning and professional development from the initial educational process, through any further learning and initial professional development, to competence in the current job role.

5.4.15 The outcome of the interview will be considerably influenced by:

- the oral evidence
- the degree of verification made possible by the production of reports, drawings, calculations and artefacts, which substantiate statements made at interview
- evidence of both self-management ability and of commitment
- the Development Action Plan
- Any exhibits produced at interview must be returned to the applicant. Under some circumstances it may be appropriate to copy elements of an exhibit for inclusion within the interview report

5.4.16 A structured interview should be sufficient to allow the assessors to make a reasonable recommendation. It is not always possible to be 100% sure about everything and to achieve what is required in a reasonable time. Excessive zeal in trying to track every element of the expanded 'competence and commitment' statements may complicate the assessment process. The Report Form requires justifications in the form of objective comments against the A-E competences and not all 16 sub-sections.

Conclusion

5.4.17 This should be based on:

- the adjudication process
- the evidence gathering and preparatory work, including that done by staff

- the relevant criteria against which the judgement was made, including any additional evidence provided at interview

5.4.18 The crucial document to complete is the **Interview Report Form**; this is required by the Registration Committee and forms part of the audit trail.

The Interview Report Form

5.4.19 The interview report is a structured scoring form, for strengths in one area to offset weakness in another (but only to a degree) and ensures that no aspect will be ignored. Please bear in mind:

- Use BLACK pens (pencils and blue pens should not be used); and ensure your writing is legible.
- Use the Key Word Form to guide you, if desired
- The interview report needs to be signed by both assessors
- Be prepared to test against the criteria for another category of registration – but **only** if considered beforehand by the assessors and agreed with staff
- Assessors are to provide scores for each of the 5 major headings A-E, making a holistic assessment of the sub-headings that contribute to those major headings. The Engineering Council Guidance Note on Professional Review states: *“As long as the overall threshold standard for each A-E area is met, weaker evidence of competence within one specific sub-competence and commitment standard may be offset by evidence of strong competence in others.”*
- It is ESSENTIAL that justifications are recorded against **each** competence, and it is especially important for scores 1 - 2 or 5 - 6.
- Any score of 1 or 2 means the applicant **cannot** be recommended for registration.
- The potential impact on the applicant of “failing” the PRI is likely to be substantial. It is therefore vital the assessors lay the groundwork for future success by:
 - Providing a clear explanation of the applicant’s areas of weakness
 - Suggesting areas for improvement
 - Being prepared to justify their recommendation in case of subsequent dispute or appeal

Experience has shown that assessment of Competence C can often provide the most difficulty, particularly for candidates relatively early in their career. Additional guidance, endorsed by the Engineering Council, is therefore provided at Appendices T and U to this Handbook.

5.4.20 Assessors are not allowed to make a conditional recommendation or recommend a targeted re-interview. Applicants who cannot satisfy the competence and commitment requirements for registration will be invited to reapply in the future when they are able provide the required evidence.

5.4.21 In the event that the assessors are unable to recommend an applicant for registration, they are required to give full reasons against each competence area found to be unsatisfactory on the Interview Report Form. The Assessors will then use these reasons to form a draft letter for presentation to the Registration Committee, along with the Interview Report Form, to give clear information to the Committee to enable them to accept the assessors’ recommendation and provide comprehensive and meaningful feedback to the applicant, to leave them in no doubt as to why, at PRI, they failed to demonstrate the required competence(s).

5.5 CONDUCTING A REMOTE INTERVIEW

5.5.1 In exceptional circumstances, where a candidate who is unable to attend at one of the designated PRI locations has been approved for interview, they may be offered an interview using Skype or similar video conferencing method. Once this has been agreed to with the candidate, they will receive an email from Professional Standards Officer confirming the date and time of the interview.

5.5.2 The candidate will be asked to

- supply their Skype user name
- supply a telephone contact number in case of connection problems on the day
- scan and email a copy of their photo ID in advance of the interview
- confirm time and date for a test Skype call in advance of the interview to check audio and visual reception
- secure a private room for the interview
- ensure there is no-one else present
- ensure that they use a stable device with a minimum download/upload speed of 400kbps.

5.5.3 On the day of the interview, the Professional Standards Officer will set up a projector connected to a laptop in front of which both interviewers will sit. At the appointed interview time the Professional Standards Officer will make the connection with the candidate, check audio and visuals and advise that they will hand over to the interviewers present.

5.5.4 The interviewers will carry out the interview in the normal way introducing themselves, putting the candidate at ease and remembering to ask the candidate to:

- present their ID card to the screen
- confirm that there is no-one else present in the room

5.5.5 **Problems with connectivity**

5.5.5.1 If for any reason an audio and visual connection cannot be established on the scheduled date and time of an interview, the interview should be rescheduled for a later date/time. Every effort will be made to ensure the same interview panel but this cannot be guaranteed.

5.5.5.2 If visual connection is lost during the course of the interview, the assessors will use their judgement to decide, based on the circumstances, whether to continue with audio only or to advise the candidate that the interview is to be re-scheduled. . Every effort will be made to ensure the same interview panel but this cannot be guaranteed.

5.6 **AFTER THE INTERVIEW**

5.6.1 Assessors are asked to ensure they have:

- returned all documents to the applicant, as necessary
- completed and signed the Interview Report Form
- completed their expenses claim form

5.6.2 The completed paperwork must be returned to staff as soon as possible after the interview.

SECTION 6. FINAL ASSESSMENT OF APPLICATIONS FOR REGISTRATION

6.1 The following procedures are used to decide whether or not an applicant should proceed to full registration.

6.1.2 At the next Registration Committee meeting, registered members will review the Interview Report Forms and any supporting evidence then make a decision on whether to approve the applicant for registration or not.

6.1.3 If approved, staff will inform the applicant, collect the first year's registration fees, inform the Engineering Council who send a certificate to each applicant and make an announcement in the national press. EngC will also advise the applicant that they have been added to the relevant Section of the Register. Unsuccessful applicants will receive feedback within 28 days of the committee's meeting.

6.1.4 The Registration Committee will provide feedback to unsuccessful candidates on areas of weakness with suggestions of how deficiencies might be remedied. This should be included in the letter of notification to the applicant. The letter will also advise unsuccessful applicants that they may submit a fresh application for registration once they believe they meet UK-SPEC requirements. They will be asked to provide details of the remedial action taken. Applicants will also be asked to state what steps they have taken to address the issues raised.

6.1.5 Section 7 outlines the process if an applicant wishes to appeal against the decision.

SECTION 7. APPEALS PROCEDURES

7.1 **INTRODUCTION**

7.1.1 All appeals against registration decisions, following an unsuccessful PRI, shall be conducted in accordance with the procedure below.

7.1.2 The Registration Committee will endeavour to ensure that issues resulting from any decision relating to an application for registration are resolved satisfactorily with the applicant without the need to resort to the following review procedure.

7.1.3 The aims of the appeals procedure are to ensure that:

- a) the applicant has been able to present all the relevant information to the Registration Committee.
- b) the correct procedures have been followed.
- c) the original decision has been carefully reviewed.
- d) the Appeal Review Panel reaches a fair decision based upon all evidence available.

7.1.4 Grounds for lodging an appeal are that, either the normal application procedures have not been adhered to, or there is further substantial evidence available that was not previously taken into consideration.

7.2 THE PROCEDURE

7.2.1 The potential appellant should contact the Professional Standards Manager, in the first instance, outlining their reason for disputing the decision, in order to ascertain if any steps can be taken to resolve the situation without recourse to an appeal. Where a satisfactory resolution cannot be achieved, an appeal against a decision by the Registration Committee must be received by the Professional standards Manager within thirty calendar days of the date on the letter advising the Registration Committee's decision. The appeal must be in writing and state the decision(s) being disputed, the grounds on which the appeal is being made, and must (where possible) be accompanied by relevant supporting documentation.

7.2.2. Receipt of notice to lodge an appeal will be acknowledged within seven working days and forwarded to the Chairman of the Registration Committee, following which the Registration Committee shall review its decision, at their earliest opportunity, by reassessing the appellant's application as new. The appellant will be informed of the resulting decision within seven days of the meeting.

7.2.3 In the event that the appellant is still dissatisfied with the decision of the Registration Committee, a second appeal may be lodged within thirty days of the date of the review being notified to the appellant. In such a case the Professional Standards Board shall appoint an independent Appeal Review Panel of not less than three registrant Members or Fellows to determine, *prima facie*, the validity of the case. The Appeal Review Panel may, at its discretion, make inquiries of the appellant regarding the said appeal. The fee for this is £200 – refunded if the appeal is successful.

7.2.4 Those registrants so appointed must be knowledgeable of the registration processes but must not have been involved in previous Registration Committee decisions relating to the candidate, nor had dealings with the appellant during the previous three years. An observer may (if appropriate) attend meetings of the Appeal Review Panel. Three members of the panel shall constitute a quorum. The Appeal Review Panel shall appoint its own Chairman who shall have a second or casting vote in the case of equality of votes.

7.2.5 The Appeal Review Panel shall meet within twelve weeks of appointment and shall make additional inquiries by any legal method as it may in its absolute discretion think fit. The appellant shall be given not less than five days' notice of the hearing and shall be entitled to receive a copy of documents provided to the Appeal Review Panel, which will include:

- a) the relevant RAeS Registration Handbook
- b) the letter(s) of appeal, together with any supporting documentation from the appellant
- c) the original application from the appellant
- d) the PRI report (if appropriate) from the PRI assessors
- e) relevant information supplied by the Chairman of the Registration Committee concerning the original decision of Registration Committee, together with the decision letter(s) sent to the appellant
- f) minutes of appropriate Registration Committee meeting(s) that considered the appellant's application report

7.2.6 At the discretion of the Appeal Review Panel the appellant may be required to attend the hearing and present evidence in person.

7.2.7 On conclusion of its deliberations the Appeal Review Panel shall report direct to the Professional Standards Board with its recommendations. The Professional Standards Board may then:

either

uphold the original decision of the Registration Committee and dismiss the appeal

or

uphold the appeal, annul the decision of the Registration Committee and implement the recommendations of the Appeal Review Panel.

7.2.8 The appellant shall be informed of the outcome of the appeal within four weeks of the decision by the Professional Standards Board, which shall be final. The Professional Standards Board shall not be required to give reasons for their decision.

SECTION 8. CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

8.1 Introduction

8.1.1 CPD can be defined as the systematic maintenance, improvement and broadening of knowledge, understanding and skill, and the development of personal qualities necessary for the execution of professional duties throughout the individual's working life. Most people are undertaking professional development activity all the time and may not realise it.

8.1.2 Typical CPD activities include: attending in-house or external courses, work-based learning, distance learning programmes, self-directed private study, preparation and delivery of lectures and presentations, preparation of refereed papers, attendance at lectures, seminars or conferences, acting as a mentor, relevant voluntary work, developing or enhancing new or existing skills.

8.1.3 Though the Society does not stipulate what constitutes CPD for membership, UK-SPEC expects applicants for EngTech, IEng and CEng registration to carry out CPD. This competence will be assessed during the PRI so it is very important that CPD activities and plans are clearly listed in the Development Action Plan that is attached to the QRF.

8.2 The Society's policy on Continuing Professional Development

8.2.1 The RAeS recognises the importance of CPD and expects all of its EngC registrants to undertake appropriate CPD for their professional development. It is not the Society's policy to be prescriptive in what registered members are asked to do. The Society believes registrants and, where appropriate, their employers are best placed to decide what CPD is appropriate to maintain the knowledge and skills required for their current and future roles. The Society is committed to supporting registered members and has produced a number of tools to help them, such as mycareerpath (which is the online tool to help them record and develop their professional development), information on professional development, CPD and mentoring can be found on aerosociety.com, specialist groups and discounted Open University courses. The Society expects registrants to be able to demonstrate, if requested, their commitment to CPD. Written evidence will be required at registration for EngTech, IEng and CEng. At other times, registrants may be surveyed to establish whether the Society's policies and support services for professional development are useful and effective.

8.2.2 When members become registered, they are advised of the following:

- **MyCareerPath:** This is the Society's online professional development tool. It is online log book that benefits registered members looking for an effective way to record their CPD. Recording it will help with upgrading membership and progressing professional registration where appropriate. The Society is a member of the **Professional Development Partnership** which can also provide invaluable help.
- **Open University:** If members are looking for a programme of academic study, the Open University is one of a number of providers that offers a range of CPD programmes; the Society has an agreement with the OU to offer these programmes to members at a significant discount.
- **Special Interest Groups:** The Society has over 20 groups ranging from Aerodynamics to Weapon Systems and Technologies and members are encouraged to join to maintain and enhance their competences; the link gives details of each one.
- **Mentoring:** As a registered engineer, members are expected to assist others with their CPD and, if they wish, be more involved with the Society. One way is to be a mentor for engineers looking for registration. The link has been created to offer advice on what to do if they are asked or are interested.

SECTION 9. QUALITY ASSURANCE AND OTHER MATTERS

9.1 QUALITY ASSURANCE

9.1.1 The whole PRI process is subject to independent assessment by both EngC and by Society's Internal Review Panel; the aim is to ensure that the correct procedures are followed. The focus of the Society's Internal Review Panel is procedural adherence and continuous self-assessment, while EngC ensures uniformity and consistency of treatment for all applicants across all Licensed Bodies. EngC reviews the Society's procedures and processes every five years, with Annual Activity and Liaison Officer's Reports providing a measure of continuous oversight.

9.1.2 Continuous improvement is an essential part of any process. The Society relies on assessors and the Registration Committee to suggest ways in which the process can be improved, based on their knowledge, experience and judgment.

9.2 OTHER MATTERS

9.2.1 When an interview panel is established by staff, they attempt to have both assessors from the same registration category in which the applicant is seeking registration. Sometimes this is not possible, for example where there is one IEng applicant and three CEng applicants to be interviewed. EngC requires at least one assessor to be in the registration category, so staff will arrange for an IEng registered assessor and a CEng registered assessor to interview the four applicants.

9.2.2 The Society does not encourage fixed pairing of assessors and will always seek to ensure assessors benefit from working with others in the PRI Assessors' Group, a small working group of assessors, reporting to the Registration Committee, who review issues arising concerning the PRI procedures, plan and deliver training to new and existing assessors.

9.2.3 The Engineering Council allows the Society to use interviewers from other licensed PEIs, provided they meet the requirements of paragraph 13 of EngC's *Regulations for Registration*.

9.2.4 In certain circumstances, the interview may be conducted remotely, such as by video conference or via the internet. The Society has to ensure robust arrangements are made to confirm the identity of the applicant, to authenticate any evidence, and to ensure that the interview environment is appropriate and is demonstrably not open to abuse. The Society also has to ensure that voice and vision contact is maintained throughout the interview and applicants have agreed to this type of interview. The Interview Report should indicate that it was performed remotely.

9.2.5 The EngC allows assessors to recommend in the Interview Report that an applicant is registered at a different level of registration than that which has been sought, but only in exceptional circumstances and provided the two assessors are suitably trained. Report forms must be completed for both categories; these variations must be discussed and approved by the appropriate committee. If this occurs too frequently a wider review of the whole professional review process would need to be undertaken.

9.2.6 Where applicants do not have the exemplifying qualifications for registration and have completed a (CAR) to demonstrate they have the equivalence, the IAP may require them to undertake a CAR interview. Where possible, suitably qualified PRI assessors will be asked to undertake tasks during the interview and complete a PRI and CAR assessment form - see Appendix D. Staff will seek volunteers well before the date of the interview.

9.2.7 The Society monitors the PRI success / failure rate and will investigate possible causes of any departures from normal trends.

9.2.8 The Society is required by the EngC to retain the Interview Report Form and other relevant documents for five years. It should be noted that, in certain circumstances, these reports may be provided to applicants.

9.2.9 The QRF and any supporting evidence provided during the interview should not include information that is commercially sensitive or that needs security clearance. It should be presented in such a way that allows all committee members and registered assessors to view it; they are bound by the Professional Code of Conduct in the Society's By-Laws.

9.2.10 Once applicants gain CEng registration, they can apply to the Society for the title of 'Eur Ing' which goes before their name and/or 'IntPE' which goes after the name. Applicants should visit www.aerosociety.com/membership for details.

9.3. PRI INTERVIEWS HELD IN AUSTRALIA AND NEW ZEALAND

9.3.1 PRI interviews for CEng, IEng and, where required, for EngTech may be carried out in Australia by PRI assessors trained by Engineers Australia (EA) and in New Zealand by assessors trained by the Institute

of Professional Engineers New Zealand (IPENZ). Applications are made using standard PRI documentation and are processed in the same way as all other applications.

9.3.2 As per normal practice, a decision is taken by the Registration Committee as to whether, on the basis of the evidence provided, a candidate is likely to be successful at interview and the Division is advised accordingly. The Division chooses two assessors from the EA/IPENZ list of trained assessors and ensures they have received, read and understood the Society and EngC requirements as outlined in this Handbook, prior to the interview taking place.

9.3.3 The interview is conducted using the standard PRI reporting documentation and, in addition, the assessors complete a declaration confirming that they are fully trained as EA/IPENZ interviewers and have read and understood the information contained in this Handbook. Immediately after the interview, the documentation is forwarded to HQ staff for submission to the Registration Committee for consideration, as per standard procedures.

9.3.4 In order to comply with the Society's internal review policy, a member of the Internal Review Panel may observe the process, normally undertaking no more than one or two visits per year, depending on the number of PRIs being undertaken, the maximum duration of each visit being two days. The cost of such visits is met by the Society.

9.4. REGISTRATION COMMITTEE MODUS OPERANDI

9.4.1 The role of the Registration Committee is summarised as to implement and develop the Professional Review and Interview Process on behalf of the RAeS and Engineering Council. This involves a personal commitment of each committee member outlined as outlined below. Terms of reference for the Registration Committee are given in the Professional Standards Handbook

9.4.2 Individually review the registration applications made with each round and results from the preceding round of interviews and complete and return voting sheets recording decision and supporting comments. Given that there are typically 40-50 applications per round and assuming 15 minutes per application, the commitment is substantial at approximately 10-12 hours.

9.4.3 The applications are sent to each committee member via Drop Box approximately 3 weeks before the Registration Committee, with the request that the voting sheets are returned approx. 1 week before the Registration Committee. Thus the (typical) 10-12 hours review of applications needs to be completed in an approx. window of 2 weeks.

9.4.4 There are typically 5 rounds per year spaced approximately every 2-3 months.

9.4.5 Attend the Registration Committee meetings, typically 5-6 per year, where the registration applications are discussed and consensus achieved as to the appropriate course of action, which will either be to proceed to interview or reject. The Committee meetings are held at Hamilton Place, commence at 11.30am and as a guide typically finish late afternoon around 4pm. For those committee members unable to attend in person a telephone link-in is facilitated. Lunch & refreshments, plus travel expenses are provided by the Society.

9.4.6 In addition to directly processing new applications and interview reports, the committee meetings also review the Professional Review and Interview Process and consider / develop potential improvements. These improvements will then be incorporated into the Registration Handbook and where appropriate, incorporated into the Assessors Training material and used by selected Registration Committee members who present / facilitate the Assessors Training Seminar which is held twice annually, normally March and December.

9.4.7 Committee members agree to provide help with the preparation of letters for candidates where further evidence/ development is required within the competences or who fail at PRI.

9.4.8 Given the sensitive nature of the information they have access to, committee members must exercise the highest standards of confidentiality.

9.4.9 Noting that many of the Registration Committee act as PRI Assessors and are encouraged to do so, prospective committee members need to recognise the high level of personal commitment required.

9.5. ENGINEERING COUNCIL GUIDANCE DOCUMENTS

9.5.1 The Engineering Council has issued guidance material covering a range of topics to support professional engineers and technicians in meeting their professional obligations which is available on the Engineering Council website. All registrants should, therefore, familiarise themselves with this material. For current versions, use the following link: <http://www.engc.org.uk/standards-guidance/guidance/>. These topics currently are:

9.5.1.1 Guidance on Sustainability: Professionally registered engineers and technicians are required to carry out their work in a way that contributes to sustainable development, as outlined in the UK Standard for Professional Engineering Competence (UK-SPEC)

9.5.1.2 Guidance on Risk: Risk is inherent in the activities undertaken by engineering professionals, meaning that members of the profession have a significant role to play in managing and limiting it. The Engineering Council's guidance on risk describes the role of professional engineers and technicians in dealing with risk, and their responsibilities to society.

9.5.1.3 Statement of Ethical Principles: All professionally registered engineers and technicians commit to working in an ethical and socially responsible manner according to their professional engineering institution's code of conduct, issued in line with guidance from the Engineering Council.

9.5.1.4 Guidance on Whistleblowing: Engineers and technicians should understand their professional obligations with respect to whistleblowing and know where to go for guidance and advice.